



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 10-106

The U.S. Embassy in New Delhi is seeking an individual for the position of Guard Supervisor in Regional Security Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All Interested Candidates

POSITION: Guard Supervisor FSN-701-8,
DLA-562037 (Personal Services Agreement)

OPENING DATE: September 17, 2010

CLOSING DATE: October 1, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-6

Ordinarily Resident: Grade: FSN-8*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE

FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTIONS OF POSITION

- Coordinate the Local Guard Program and Embassy access control.
- Report directly to the Assistant Regional Security Office in charge of security programs.
- Develop/Maintain good working relationship with senior level police officers and working level counterparts in the host government and allied embassies.
- In the capacity of a Manager responsible for supervision and operational control of all guard force personnel through directions given to the contractor's Project Manager; ensure that the contractor provides an adequate number of guard force personnel to cover the scheduled postings and different functions at the Embassy.
- Act as a primary liaison between the Regional Security Office and the Inspector of Diplomatic Security Force, Delhi Police and auxiliary diplomatic security units deputed on the compound perimeter.
- Ensure contract compliance and review the reports of the Watch Office and Senior Guards on a day-to-day basis and bring incidents of importance to the notice of the ARSO who manages the Local Guard Program.
- Responsible for coordinating all "other than routine embassy employee" access into all USG facilities in New Delhi.
- Collect training material regarding security screening best practices, emergency response procedures, operations of screening equipments and terrorism trends in India.
- Review daily incident reports and local news media to bring those of note to the ARSO's attention while reconciling others.

QUALIFICATIONS REQUIRED

1. Completion of college degree.
2. Minimum five years of police/military/embassy security/guard management level experience or management level quality control responsibilities involving written service contracts or regulations.

3. Level IV (fluency) in English and Hindi. Level II (limited knowledge) in spoken Punjabi.
4. Familiar with use personal computer databases and packages, software packages such as MS-Word, EXCEL, ACCESS, Power Point, e-mail, and CD-ROM applications.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website
http://newdelhi.usembassy.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021
FAX: 2419-8056
Or
E-mail: NewDelhiVacancies@State.gov

Please insert "VA# 10-106" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **October 1, 2010.**

AN EQUAL OPPORTUNITY EMPLOYER